

ISO: Processes and procedures

Kathmandu Workshop, 19 April 2011



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Outline of the presentation

- Background ISO
- Membership and Participation
- ISO Standard Development Procedures

Background

ISO in brief

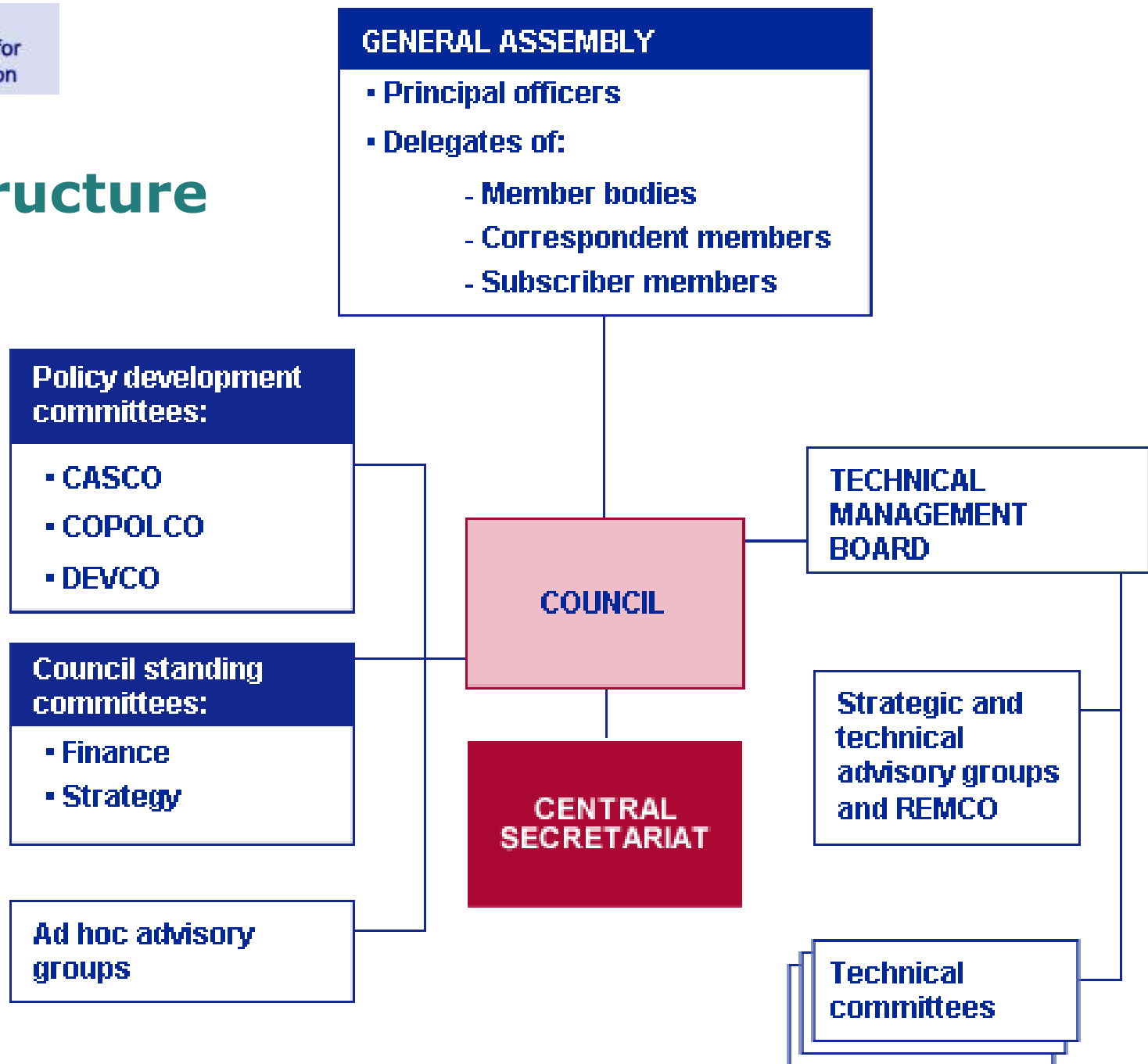
International Organization for standardization

- Currently 159 members
 - 110 from developing countries
- ~ 3000 Technical Committees, Subcommittees and Working Groups (12 meetings/working day)
- 100.000 experts
- Collection of 18000 approved standards.





ISO's Structure



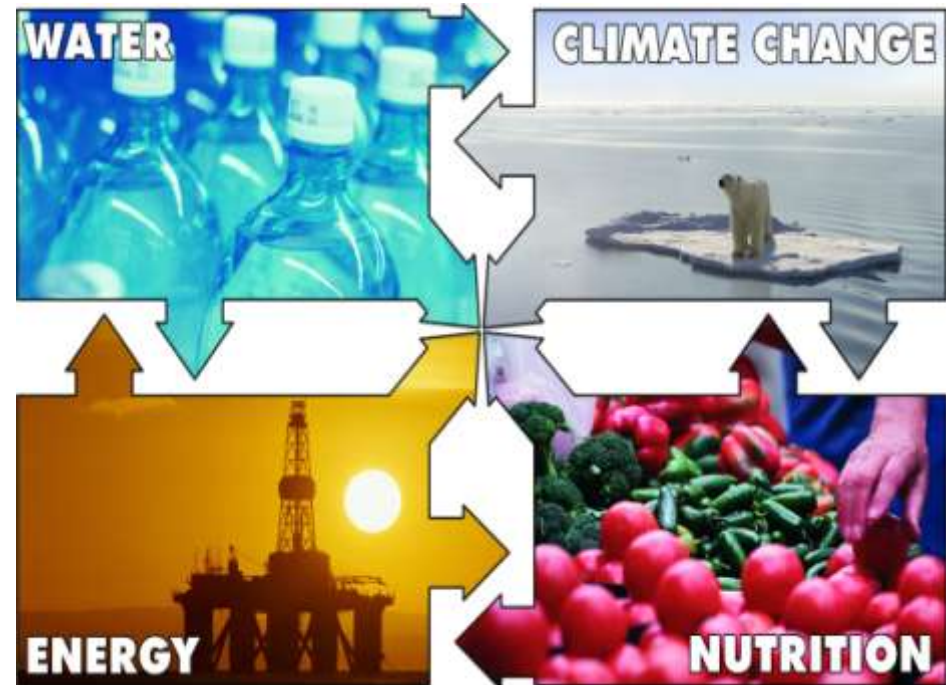
Traditional standards areas in ISO

- Oil and gas
- Industrial engineering
- Automobile
- Ships and marine technology
- Building and construction



New and Emerging areas for standardization

- Sustainability
- Energy and Climate change
- Services
- Health and safety
- Future development
 - Finance
 - Biotechnology



Technical Work within ISO – typical organization

Several standards within a technical field:

- Technical Committee - TC
 - Sub Committee(s) - SC
 - Working Group(s) – WG

One single standards within a technical field:

- Project Committee – PC
 - Working Group(s) - WG



Membership and participation

ISO Membership

- ISO is made up of 159 members which are divided into three categories:
 - Member bodies
 - Correspondent members
 - Subscriber members



ISO Membership/status

Membership/Status	Rights/obligations
Member bodies	
Correspondent member	
Subscriber member	



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Correspondent member	May participate as observer in any ISO committee (O-member)
Subscriber member	May receive general information, no participation in technical work

Rights for all ISO Member Bodies

- All national bodies irrespective of their status within a Technical Committee have the right to vote on
 - Draft International Standards (DIS)
 - Final Draft International Standards (FDIS)

Your current status in PC 248

Country	Current Status in ISO	Current status in PC
Bangladesh	Member body	-
Cambodia	Subscriber member	-
India	Member body	-
Indonesia	Member body	P-member
Nepal	Correspondent memb.	-
Pakistan	Member body	P-member
Sri Lanka	Member body	P-member
Viet Nam	Member body	-



Your current status in PC 248

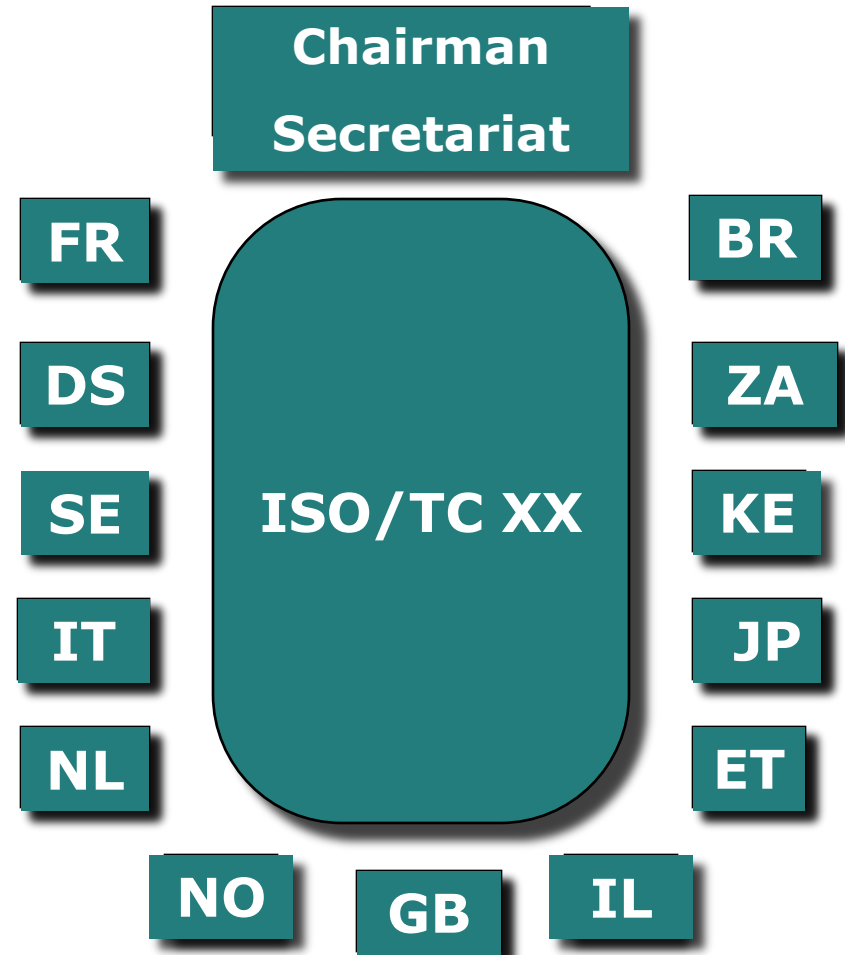
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Remember to register as P-members now!

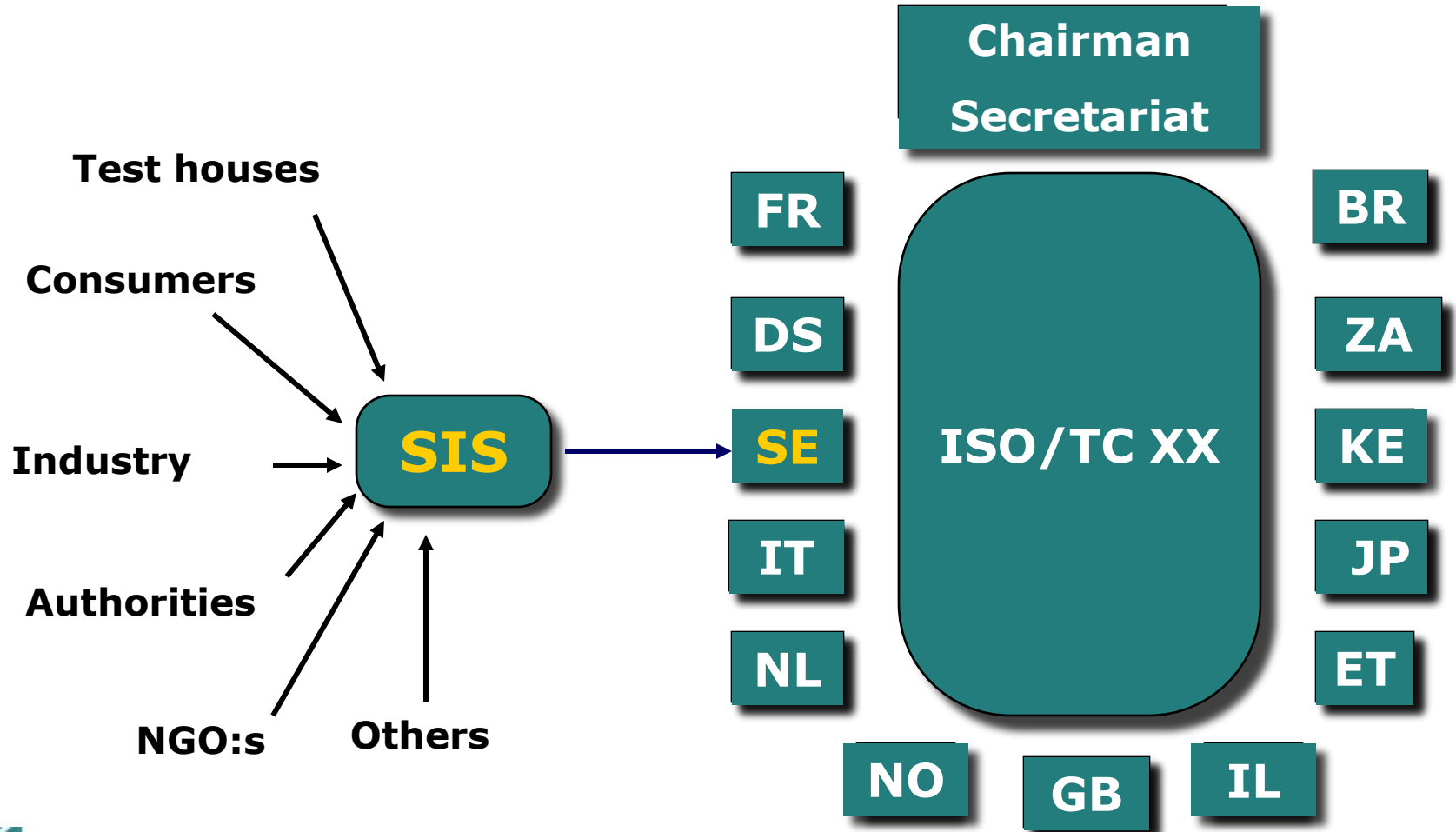


Technical/Project committee in ISO

- Consists of national delegations representing different National Standard Bodies (NSB)



Composition of NSB Mirror Committee



Important roles to play internationally

- Head of the National delegation (NSB)
 - represents the interests of the NSB, with the right to speak and vote on behalf of the NSB. Does not represent the national government
- Member of the NSB delegation
 - supports the head of delegation and, after permission from the head of delegation, right to speak
 - can also be an expert
- Expert in working group (WG)
 - is there in his or her own capacity as an expert, but must be aware of the national position



Influence

■ Formal

- written comments
- discussions
- drafting of resolutions
- voting

■ Informal

- "coffee breaks, meals and hotel bars..."
- contact with other NSB delegations
- try to find other NSBs that will support you

Acting in Working Groups and Committee meetings

- Be well prepared!
- Focus on your priority issues
- Do not expect to get acceptance for all your views
- Support your allies
- Ensure that agreed topics are recorded properly
- Volunteer for the editing/resolutions committee
- Consult your National Standards Body in critical situations, e.g. important votes, opportunities to get leadership tasks

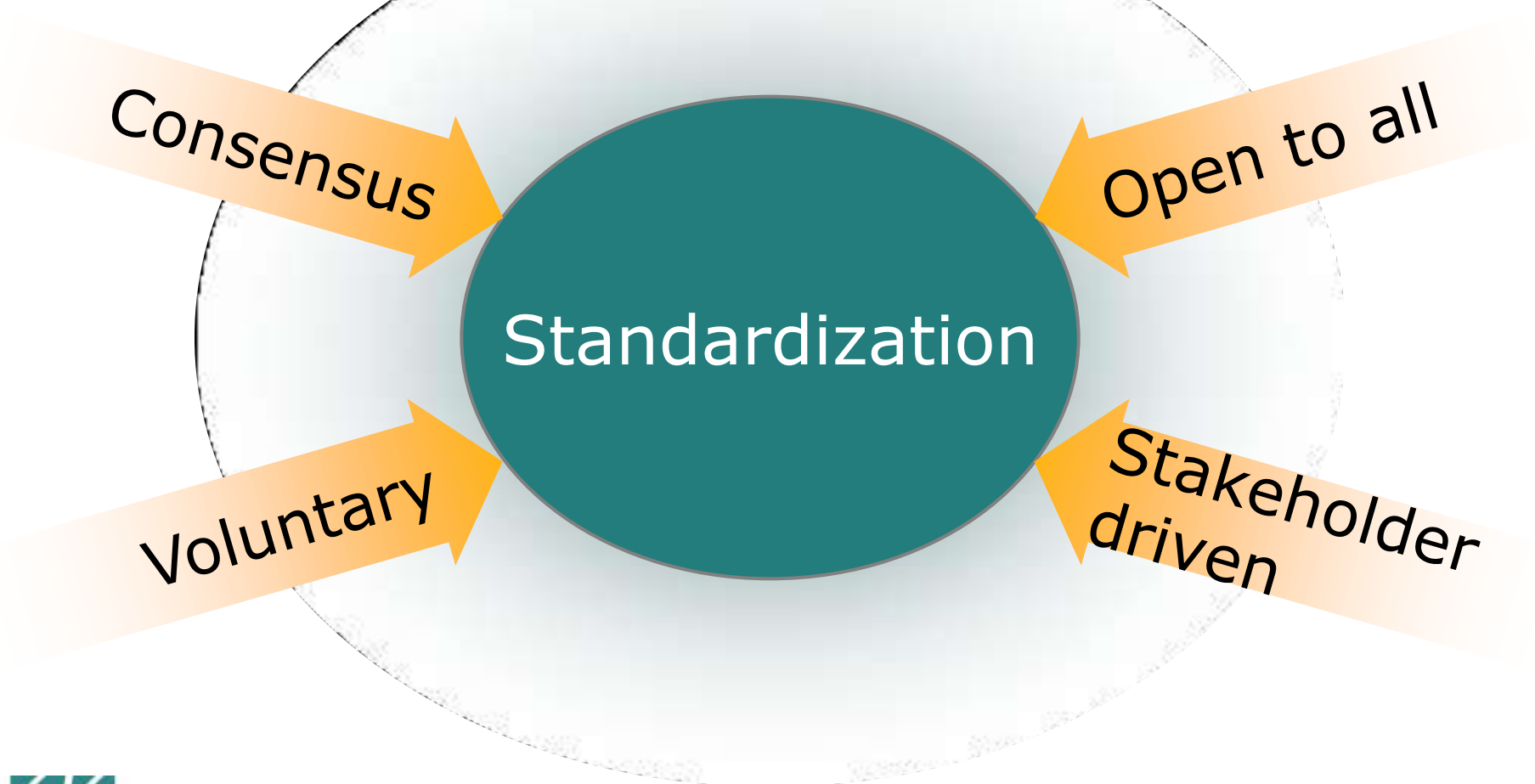


Role of an National Standards Body (NSB)

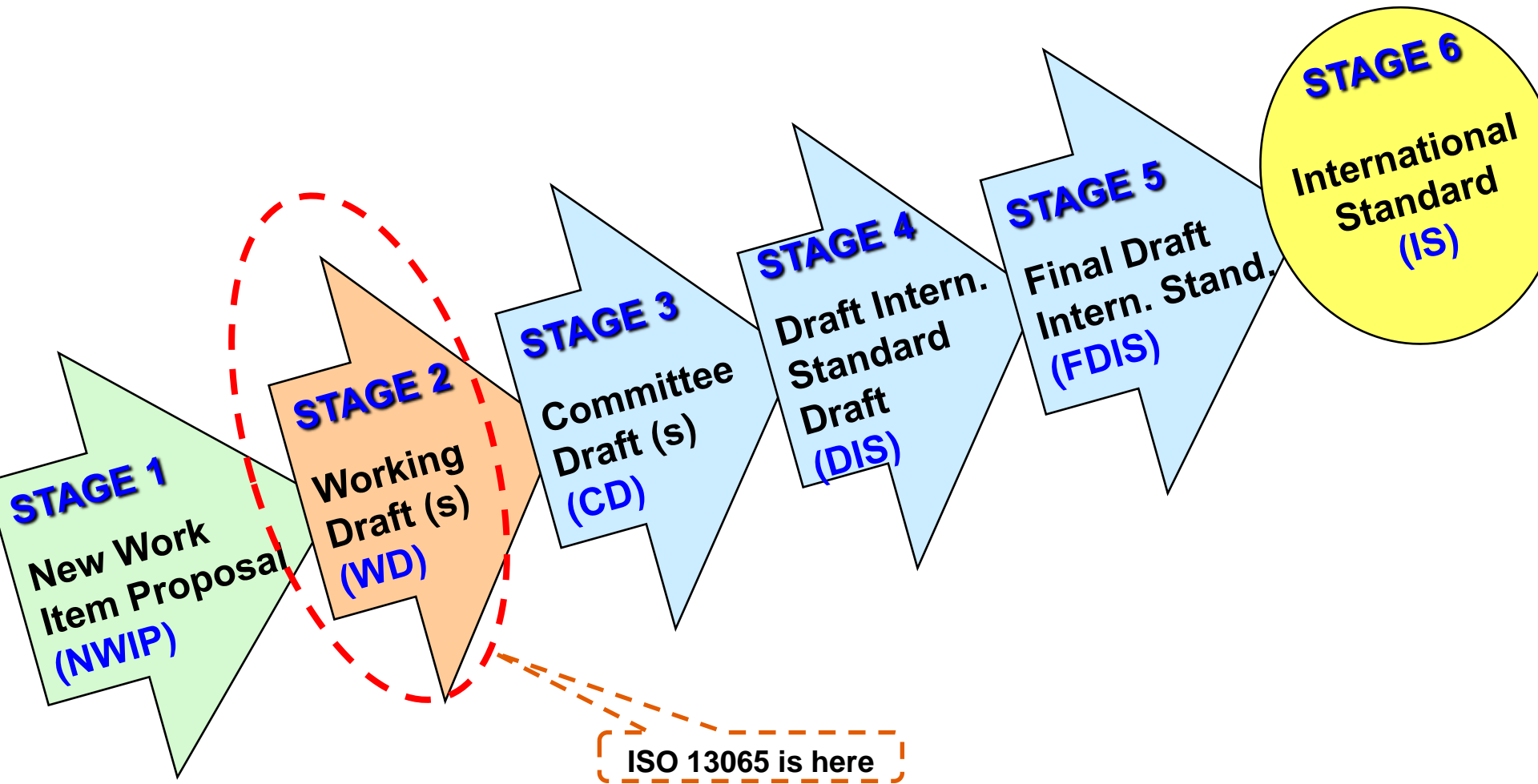
- Coordinate standardization and related activities at various levels (national, regional, international)
- Prepare and implement national standards
- Promote adoption and application of national standards
- Provide information on standards and standardization

The ISO procedures

Principles for ISO standardization



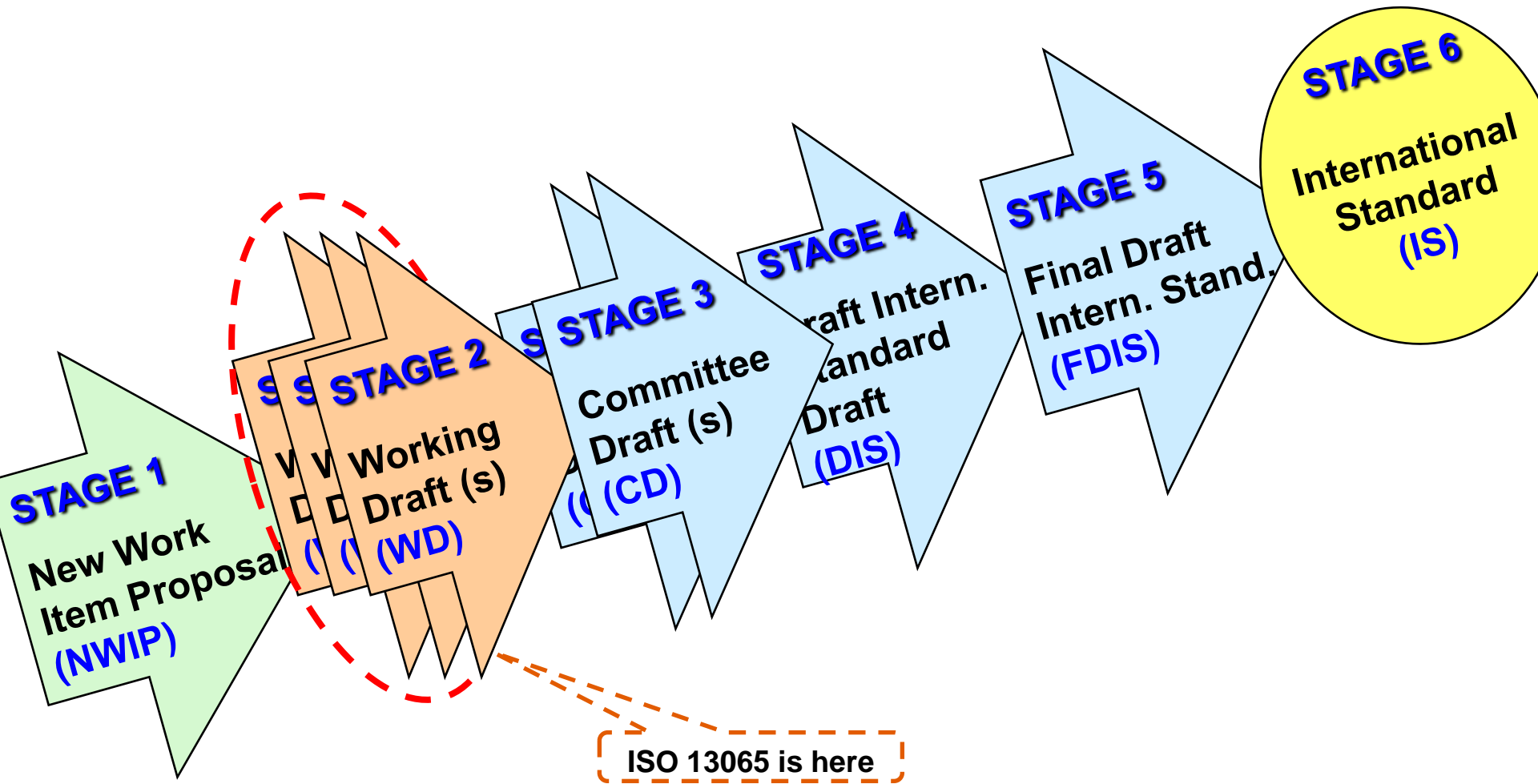
STANDARDS WRITING PROCESS



Stage 2: Building consensus among individual experts

Stage 3-5: Building national consensus/vote

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Consensus

*General agreement, characterized by the **absence of sustained opposition to substantial issues** by any **important part** of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.*

NOTE Consensus need not imply unanimity.



The consensus building STAGES

- | | | |
|----------------------|---|------------------------------|
| 0. Preliminary stage | - | Idea |
| 1. Proposal stage | - | New Work Item (NWIP) |
| 2. Preparatory stage | - | Working Draft (WD) |
| 3. Committee stage | - | Committee Draft (CD) |
| 4. Enquiry stage | - | Draft Intern. Standard (DIS) |
| 5. Approval stage | - | Final Draft Int. Std. (FDIS) |
| 6. Publication stage | - | International Standard (IS) |

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Stage 2: Preparatory Stage (WD)

The preparatory stage covers the preparation of a working draft (WD).

- Ends when the WD is accepted, for circulation as a CD
- Criteria for acceptance :
 - consensus among experts,
 - the convener/leadership judge when consensus has been reached.



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Stage 3: Committee Stage (CD)

Principal stage at which comments from national bodies are taken into consideration, with a view to reaching consensus on the technical content.

- 3-month circulation to P-members and O-members of committee for comments and/or for voting
- Criteria for approval:
 - Consensus; or
 - 2/3 majority vote of P-members

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Stage 4: Enquiry Stage (DIS)

Document is distributed for its first full review outside its parent committee – to all ISO Member bodies.

- Distributed for DIS ballot: - 5 month
- Approval criteria:
 - 2/3 of the votes cast by the P-members of the Technical Committee in favour
 - Less than 1/4 of the total number of votes cast negative

Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

The consensus building STAGES

- 0. Preliminary stage - Idea
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- 6. Publication stage - International Standard (IS)

Stage 5: Approval (FDIS) Stage

Document is distributed for its final review to all ISO Members.

- FDIS vote is 2 months - YES/NO vote only!
 - No comments are expected at this stage, all views should have been taken into due account.
- Approval criteria:
 - 2/3 of the votes cast by the P-members of the Technical Committee in favour
 - Less than 1/4 of the total number of votes cast negative

Timeframes for the development of IS

Possible alternatives

Recommended timeframe	36 months
Accelerated timeframe	24 months
Enlarged timeframe	48 months

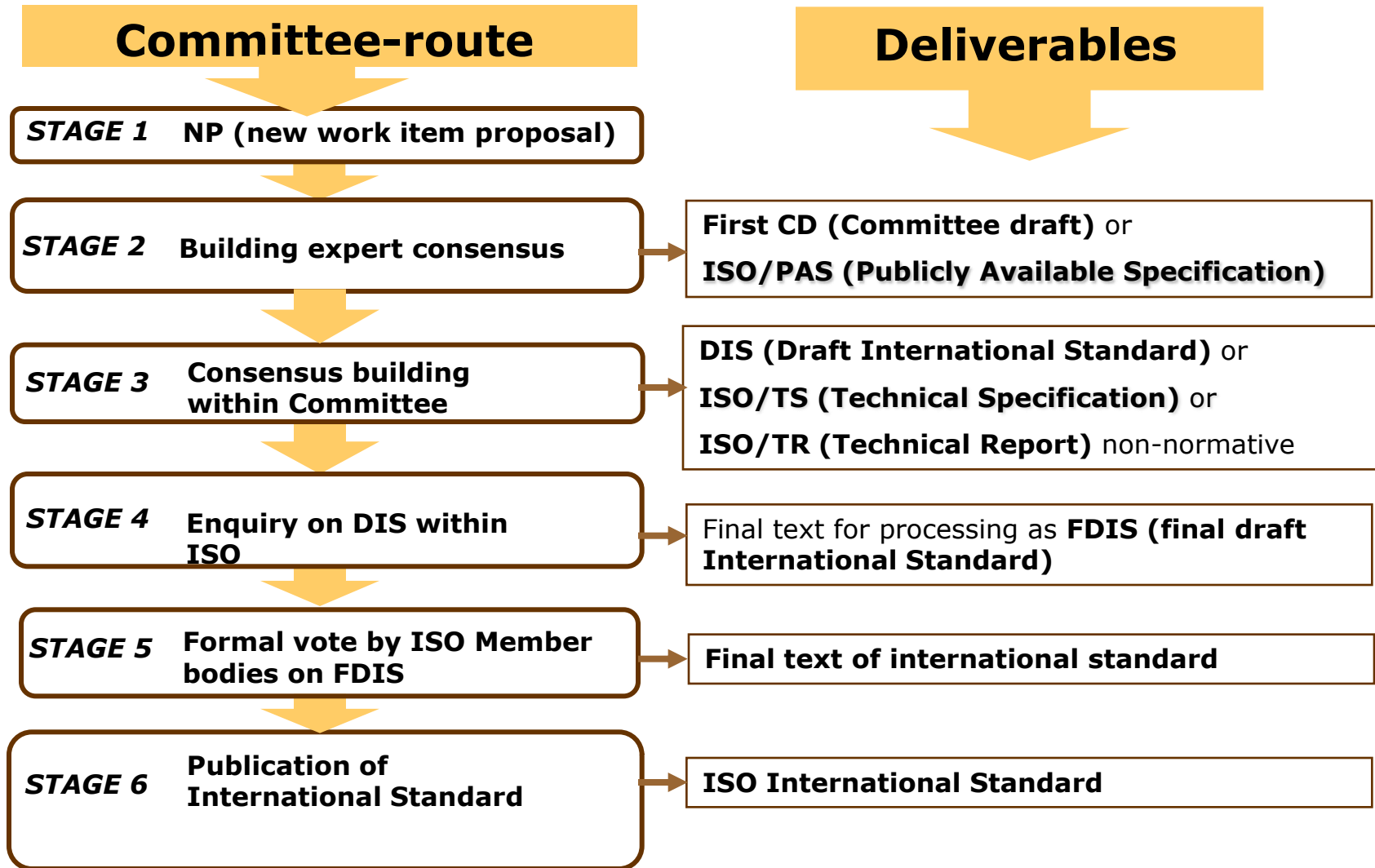
The TC/PC has to decide at the beginning of the work which of these timeframes should apply



Deliverables from Technical/Project Committees

- ISO International Standard
- ISO/TS Technical Specification
- ISO/TR Technical Report
- ISO/PAS Publicly Available Specification

ISO - Process and Deliverables



Thank you for your attention!

